MAPE 401Activities Committee MINUTES

Meeting date | time*11/20/2018 11:30 AM* - | Meeting location *Room:*4250

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| |  |  | | --- | --- | | **Meeting called by** | **Isiuwa Tanimojo** | | **Type of meeting** | **Upcoming Event** | | **Facilitator** | **Isiuwa Tanimojo** | | **Note taker** | [Name] | | **Timekeeper** | **[Name]** | | **Food order** | **Julia Stantoznik** | | |  | | --- | | **Isiuwa, Tanimojo**    **Julia Stantoznik**  **Tristan Frankus**  **Mark Diehl**  **Arianna Scales**  **Sam Saint**  **Moody Kristin**  **Hannah Gruneweld** | |

Time allotted | *1hr* | Agenda topic |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| --- | --- | --- |
| **Agenda:**     1. Progress Report from the committee    1. Entertainment Report       1. Comedy Sports after presentation.    2. Food Report       1. Cossettas – Cranberry Spinach, Chicken Caesar, Sausage, mostaccoli con ricotta, penne bolognaere, Penne Alla Panna, Penne Con Fungi, Sheet Cake.    3. List of awardees based on various categories    4. Publicity Report       1. Thu and Kristine putting up flyers.    5. Awards, gifts etc       1. All gifts obtained. Drawn at the meeting and distributed at the meeting from a prize table. Coats/jackets will be ordered and distributed later.       2. May have to change logos on the fleece for cost reasons. Approved for both of longest standing members get fleeces.       3. Attendance award will win a beanie and blanket.       4. 28 members receive gifts total    6. Decoration       1. Isiuwa and Arianna    7. Presentation       1. Mark ‘The Real’ Diehl out during presentation       2. Officer should present the numbers. |  |  |

**EVENT: Any Other Matter**

**Closing**